

SECRET

12 October 1970

MEMORANDUM FOR: Support Directorate Inventory Project
Officer

SUBJECT : Reports Inventory

REFERENCE : Memorandum from DD/S, dated 28 August 1970,
Subject: Improving Federal Reporting and
Reducing Related Paperwork

As requested, attached is the inventory of Office of Medical Services significant reports. There are twenty-seven (27) reports in this inventory with the estimated annual costs as indicated:

<u>TYPE</u>	<u>NO. OF REPORTS</u>	<u>ESTIMATED ANNUAL COSTS</u>
Manual	23	\$12,787.70
Computer	4	2,944.00
TOTAL	27	\$15,731.70

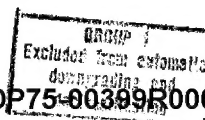


Executive Officer
Office of Medical Services

25X1

Enclosures (27)
Reports Inventory (Form 142)

SECRET



☐ UNCLASSIFIED

☐ INTERNAL
USE ONLY

☐ CONFIDENTIAL

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Reports Inventory

FROM: Executive Officer, Office of
Medical Services
1D-4061 Headquarters

EXTENSION

NO.

DATE

12 October 1970

25X1

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Support Directorate Inventory
Projects Officer
Attn: [redacted]
2. 702 Magazine

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

*Ops input east
absorbed in status
unit, OP.*

Man-Trans
Manual Report

[illegible]

Manual Repair Cost

[illegible]

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Manual Computer
Input Card

2
4 8 0 0 0 0
9 6 0 0 0 0
8 8 0 0 0 0
0 0 0 0 0 0
0 0 0 0 0 0
0 0 0 0 0 0
*

*

Man. Trans
Computer Report

1
1 1 4 2 2
2 9 8 4 4
*

*

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*Computer Costs
Originals Prepared*

6 2 2 2
4 0 0 0
4 0 0 0
0 0 0 0
0 0 0 0
*

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